

**THE MINUTES OF THE  
NORFOLK ARCHITECTURAL REVIEW BOARD  
FEBRUARY 22, 2016**

On February 22, 2016 at 4:00 p.m., a meeting of the Norfolk Architectural Review Board was held in the 10th Floor Conference Room, City Hall Building. Those in attendance were:

**MEMBERS PRESENT:**

Ms. Gustavson (Chairman), Mr. Thomas, Mr. Rutledge, Mr. Hoffler, Ms. Pollard, Mr. Klemt, Mr. Gould

**MEMBERS ABSENT:**

Mr. Glenn, Mr. Lyall

**STAFF:**

Ms. McBride

**I. Call to Order**

Ms. Gustavson called the meeting to order.

**II. Roll call**

Ms. McBride called the roll. (Quorum present.)

**III. Consent Agenda**

a. Meeting minutes – February 8, 2016

No action taken. Minutes unavailable.

- b. 211-216 Granby Street – O'Malley's – Business sign  
(amend a previously approved COA)

After review of drawings, photographs and detailed specifications, Mr. Klemt made a motion to approve the application as presented. Mr. Rutledge seconded the motion. Mr. Hoffler, Mr. Rutledge, Mr. Thomas, Ms. Gustavson and Mr. Klemt voted aye. Ms. Pollard abstained.

- c. 201 E. City Hall Avenue – Anders Williams Building –  
Entrance renovations

Mr. Rutledge asked that the item be removed from the consent agenda.

- d. 400 Granby Street – Muddy Paws – Business signage

After review of drawings, photographs and detailed specifications, Mr. Klemt made a motion to approve the application as presented. Ms. Pollard seconded the motion. The Board voted aye.

#### **IV. Continued Applications**

##### **Private Project**

- a. 923-29 E. Ocean View Avenue – Captain's Landing - Windows

Drawings and photographs were presented for review. Ms. McBride noted that staff had been misinformed and that the Board had previously approved the single-hung window for this project.

Mr. Spiers appeared before the Board and presented window samples for what was approved and a new window they wish to use instead, which has a larger profile in the trim. In addition, he provided addresses for properties with the approved window: In Norfolk, 6137 Sylvan Street, 4011 and 4015 Rugosa Rose Court, and 1418 Trouville Avenue; and 813 Carolina Avenue in Virginia Beach.

Ms. Gustavson noted that she had asked to have the addresses before today's meeting because she had wanted to go and see the actual window in place. She asked Mr. Spiers if he had considered using a double-hung window. He responded no, because the single-hung window had already been approved.

Mr. Hoffler stated that the issue is with the profile and aesthetic look of the

window and not whether it's single-hung or double-hung. He noted that the single-hung does not offer the same depth that the double-hung offers. Mr. Thomas, Ms. Pollard and Mr. Rutledge concurred. Ms. Pollard and Mr. Thomas added that the approval for the single-hung window had been based on the rendering presented to the Board which implied some depth and thickness that the actual window doesn't have.

Mr. Klemt made a motion to deny the request to change the window selection. Ms. Pollard seconded the motion. They Board voted aye.

**V. Certificate of Appropriateness**  
**Downtown Historic Overlay**

- a. 211-216 Granby Street – O'Malley's – Business sign  
(amend a previously approved COA)  
**(Approved on consent.)**
- b. 201 E. City Hall Avenue – Anders Williams Building - Entrance  
renovations

Drawings and photographs were presented and Ms. McBride reviewed the application. Buckingham slate will replace the existing marble panels. New signage will be located between the doors with a logo above. The individual brass letters will be pinned to the slate. The logo will be mahogany with brass. Three accent, recessed lights will be mounted above each door and the sign.

Mr. Poole and Mr. Williams appeared before the Board. A sample of the Buckingham slate was presented.

Mr. Rutledge made a motion to approve the application as presented subject to: the applicant will provide the detail showing how the slate abuts to the marble door surrounds. Ms. Pollard seconded the motion. The Board voted aye.

- c. 400 Granby Street – Muddy Paws – Business signage  
**(Approved on consent.)**

## **VI. Design Review**

### **Private Projects**

- a. 200 E. 22<sup>nd</sup> Street – Encroach with an awning & door swing recommendations

Drawings and photographs were presented for review. Ms. McBride stated that the building is being converted into 52 apartments. A steel canopy, supported with steel brackets, will be installed above the main entrance door which will encroach into the public right-of-way. The canopy will be 12-feet-9-inches-wide and project out 4 feet from the face of the building.

Ms. Barrineau appeared before the Board and explained how drainage would be addressed. Mr. Rutledge suggested making the canopy wider and asked that they are careful to not damage the brick.

Mr. Rutledge made a motion to approve the application as presented. Mr. Hoffler seconded the motion. Mr. Taylor, Mr. Hoffler, Mr. Rutledge, Mr. Thomas, Ms. Gustavson and Mr. Klemt voted aye. Ms. Pollard abstained.

## **VII. Discussion**

- a. Draft application for demolition

Ms. McBride presented a draft application for review. The draft is based on criteria from the Ordinance. She asked the Board for input.

Ms. Pollard: Under “Structural Soundness,” clarify that a “detailed certified structural report” is required in addition to “digital color photographs and itemized cost analysis for repair.”

## **VIII. Public Comments**

Ms. Reynes commented on a letter to the city from the Ghent Neighborhood League regarding several neglected properties and not encouraging demolition.

**IX. New Business**

Ms. Gustavson read a letter from the Ghent Neighborhood League thanking Mr. Lyall for serving as Chairman of the Architectural Review Board.

Ms. Pollard reported that the National Alliance of Preservation Commission's forum will be held in Mobile, Alabama, July 27 – 31, 2016. She relayed that they have asked if a Board member would be available to be part of a session to present the new flow chart.

**X. Old Business**


Ms. Gustavson introduced a draft list of "Lunch and Learn" topics.

**XI. Approval of the minutes: February 8, 2016  
(No action taken. Minutes unavailable.)**

**XII. Adjournment**

There being no further business to discuss, the meeting adjourned at 5:00 p.m.

Respectfully submitted,



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Dolores R. Cloud, Deputy City Clerk/Stenographic Reporter